



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Athletic Business Manager
Department:	Athletics
Reports To:	Athletic Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Athletic Business Manager is a leadership position within the university's highly competitive NCAA Division II athletic department and is responsible for providing strategic oversight, implementation and management of the Clark Atlanta University athletic department's financial functions, procedures and policies.

This position provides financial and administrative oversight of the business and facility operations and is expected to maintain a focus on continual process improvements to ensure operational efficiencies and sound financial practices. As a member of the department's leadership team, this position maintains collaborative decision-making authority regarding the unit's financial health. The Director serves as a financial liaison and dual report to the university budget's office, conducts strategic financial analysis and advises the Director of Athletics & CFO/budget office about the financial implications of operational, capital and other strategies for all department budgets.

Examples of Duties and Responsibilities:

The position will provide direct administrative and sport supervision of assigned sports programs.

- Prepares all mandated financial reports to include the annual EADA report, NCAA Financial report and CAU Athletics Annual reports. Ensures compliance with institutional control by following all University, NCAA, SIAC and Federal regulations, and embracing the highest standard of integrity and ethical behavior. Works proactively to mitigate internal and external audit risks.
- Create financial models to perform budget forecasting and complex financial analysis necessary for departmental decisions and strategic planning, including a variety of new external revenue sources.
- Collaborates with and advise Athletic executive staff on all projects, with particular focus on identifying and directing resource allocations and project budget tracking. Ensures resources are allocated appropriately to address upkeep of equipment and facilities.
- Supervises the administration of spending, expenditures and policies for administrative and sport program units.
 - Manages all unit budgets in concert with each unit manager or Head Coach – has authority to approve and disapprove any and all requests for spending and revenue generation.
 - Assist in the development annual budgets for each unit.

- Develops policy, procedures, and systems to manage all of the work (billing, receiving, etc.) flow in the office and seeks out financial efficiencies.
- Advises on financial implications for all capital projects.
- Assists the Equipment unit with budget and mass purchases.
- Assist in ticket operations & Gameday operations.
- Independently analyzes policies and procedures, then recommends and implements changes that result in turnkey, efficient processes for coaches and administrators and others within guidelines set by CAU, NCAA, and the SIAC.
- Develops, implements, and evaluates short and long-range goals and objectives to further establish sustainability of the department.
- Participates as part of the administrative staff to develop the overall strategic vision of the department.

Knowledge, Skills and Abilities:

Experience in Division I/II or NAIA Athletics Business Office.
 Experience with Banner processes.
 The ability to multitask in a highly stressful environment.
 Knowledge of Intercollegiate Athletics is essential.

Minimum Hiring Standards:

Education	Bachelor Degree Required. Graduate level degree preferred.
Years of Experience	Minimum of 1 year of job-related experience, or equivalent combination of education and experience.
Years of Management/Supervisor Experience	TBD

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